

FIRST NAME, LAST NAME

Street Address, City, State, Zip Code

Phone number: xxx-xxx-xxxx; E-mail address: name@gmail.com

EDUCATION

The University of Scranton, Scranton, Pennsylvania

June 2000

Master of Arts: Theology: Honors: Alpha Sigma Nu

Master's Thesis: "Marriage Preparation in the Roman Catholic Church"

Swarthmore College, Swarthmore, Pennsylvania

June 1990

Bachelor of Arts: Psychology, with coursework concentrations in Biology and Education. Awards: Lily Tily

Richards Scholarship, 1989 Scholastic All-American

PROFESSIONAL EXPERIENCE

Medical Office Bookkeeper

August 2013-present

Gerald Evans Chiropractic Center, New Milford, Pennsylvania

- Create and update protocols for accounts receivables and collections.
- Responsible for both patient and insurance account receivable follow-up/resolution and account aging.
- Track revenue streams in order to assess efficacy of billing protocols.
- Perform statistical analysis of patient outcomes.
- Assist with patient scheduling, payment counseling, and intake.

Executive Director

July 1994-May 1998

Ronald McDonald House of Scranton, Scranton, Pennsylvania

- Created staff job descriptions and supervised the House Manager.
- Recruited, scheduled, and supervised volunteer corps comprised of approximately 20 weekly house volunteers and approximately 100 event volunteers.
- Coordinated recurring fundraising events as well as solicited and documented general donations.
- Planned, oversaw and executed public relations and advertising.
- Registered, counseled, and interacted daily with Ronald McDonald House guests.
- Oversaw physical site and coordinated or procured supplies and repairs as needed.
- Informed and communicated with the Ronald McDonald House Board of Directors and coordinated services with staff from various hospitals and other facilities.
- Managed and supervised the use of operating funds

Supported Living Coach

July 1994-May 1998

Keystone Independent Living, Inc.; Keystone City Residence, Scranton, Pennsylvania

- Worked with persons with developmental delays to ensure their safe, productive, and independent life.
- Assisted individuals in higher-level tasks such as banking and money-management, shopping, health care, and other more complicated living tasks.

Community Living Arrangement and Supported Living Program Specialist/Family Living Specialist

November 1991-July 1994

Keystone Independent Living, Inc.; Keystone City Residence, Scranton, Pennsylvania

- Supervised and evaluated services provided to persons with developmental delay.
- Responsible for regulatory compliance, staff issues, program plans, and quality assurance. Repeatedly earned 100% regulatory compliance.
- Nurtured supportive and healthy relationships between all members of the support team.

Resident Assistant

Winter 1991-June 1994

Keystone City Residence, Scranton, Pennsylvania

Supervised and assisted persons with developmental delays with daily living tasks.

PARISH LIFE

Ministry Coordinating Commission Member

2016-present

St. John Vianney Parish, Montdale, Pennsylvania

- Help to oversee and coordinate all of the parish ministries at St. John Vianney Parish guided by the Bishop's pastoral letter, "Wounded and Loved, Regathering the Scattered".
- Work to realize the goals set forth by the Parish Council through the creation of Action Plans and the recruitment of and cooperation with parish volunteers.
- Designed and completed a survey of our young adult and families' ministerial wants/needs, recruited and coordinated volunteer parishioners to help execute the survey.
- Currently creating a program for Lent 2018, recruiting and working with parish volunteers, with the goal of reaching inactive members of our parish community, particularly families and younger adults.

Parish Mission Committee Member

2016-present

St. John Vianney Parish, Montdale, Pennsylvania

- Helped plan, execute, and evaluate a four-day Parish Mission in the Fall of 2016 and 2017 including arranging advertising, refreshments, theme, and volunteers.

Substitute Religious Education Teacher

2016-present

St. John Vianney Parish, Montdale, Pennsylvania

Religious Education Teacher, 7th Grade

2014-2016

St. John Vianney Parish, Montdale, Pennsylvania

Confirmation Preparation Teacher

2014-2016

St. John Vianney Parish, Montdale, Pennsylvania

Pre-Cana Program Coordinator/Presenter

1998-2008

Holy Name of Mary Parish, Montrose, Pennsylvania

Worked as a presenting couple for one year, both coordinated and presented the remaining ten years.

- Changed the curriculum of the program according to my Master's Thesis research, bringing in new resources and reworking the format to make it more effective.
- Recruited, trained, and coordinated parish volunteers.
- Analyzed attendee feedback forms and implemented ongoing changes to ensure a meaningful experience for Pre-Cana couples.

CHILD CARE EXPERIENCE

Nanny, Homet Family. Harford, Pennsylvania

Summer 2007-Fall 2012

Nanny, Depew Family. Clifford, Pennsylvania

Fall 2006-Fall 2011

Nanny, Allen Family. New Milford, Pennsylvania

Fall 2005-Summer 2006

VOLUNTEER EXPERIENCE

Admissions Interviewer

Fall 2016-present

Swarthmore College, Swarthmore, Pennsylvania

- Interview prospective freshmen, compile and submit an interview evaluation form.

Volunteer

2003-present

Mountain View School District, Kingsley, Pennsylvania

- Held positions including: gifted teacher assistant, remedial reading tutor, classroom/field trip chaperone.

Volunteer

2012-2016

Scranton Preparatory School, Scranton, Pennsylvania

Odyssey of the Mind Coach

2011-2012

Mountain View Jr./Sr. High School, Kingsley, Pennsylvania